COURSE OVERVIEW GE0046
Laboratory Report Writing and Technical Writing Skills

Course Title
Laboratory Report Writing and Technical Writing Skills

Course Date/Venue
October 20-24, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
GE0046

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using "MS Office" applications.

This course is designed to provide participants with a detailed and up-to-date overview of Laboratory Report Writing and Technical Writing Skills. It covers the key principles for effective writing; the audience analysis, purpose clarification and the use of plain language; the structure and components of technical documents; planning, drafting, revising and finalizing technical documents efficiently; the grammar and style for technical writing; using visuals in technical documents by incorporating tables, figures, graphs and other visuals to complement and clarify the text; the purpose and types of laboratory reports; and the data collection and management.

Further, the course will also discuss on how to write a clear and concise methodology sections and present results effectively; write discussions and analysis that interpret the results, address hypotheses and place findings within the context of existing literature; craft impactful conclusions and recommendations based on the report findings; the compelling abstracts and executive summaries; the approaches in writing critical reviews and literature surveys; and the key elements of writing technical proposals and specifications.

During this interactive course, participants will learn to conduct peer reviews, address feedback and revisions and apply ethical considerations in technical writing; the effective collaboration in document preparation, technical presentations, writing for varied audiences and writing grant proposals; handling sensitive and confidential information; identifying technical writing and online resources and continuing education; the emerging trends in technical communication; technical writing skills to real-world scenarios and developing a personal action plan.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on laboratory report writing and technical writing skills
- Discuss the key principles for effective writing including audience analysis, purpose clarification and the use of plain language
- Recognize the structure and components of technical documents
- Plan, draft, revise and finalize technical documents efficiently
- Review grammar and style for technical writing as well as use visuals in technical documents by incorporating tables, figures, graphs and other visuals to complement and clarify the text
- Explore the purpose and types of laboratory reports and apply data collection and management
- Write clear and concise methodology sections, present results effectively and write discussions and analysis that interpret the results, address hypotheses and place findings within the context of existing literature
- Craft impactful conclusions and recommendations based on the report findings
- Write compelling abstracts and executive summaries and apply approaches in writing critical reviews and literature surveys
- Recognize the key elements of writing technical proposals and specifications
- Conduct peer reviews, address feedback and revisions and apply ethical considerations in technical writing
- Carryout effective collaboration in document preparation, technical presentations, writing for varied audiences and writing grant proposals
- Handle sensitive and confidential information, identify technical writing software and tools and apply online resources and continuing education
- Discuss the emerging trends in technical communication, apply technical writing skills to real-world scenarios and develop a personal action plan

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspect and considerations of laboratory report writing and technical writing skills for scientists and researchers, managers, project managers, technical support staff, technical writers and laboratory technicians.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. John Petrus, PhD, MSc, BSc, is a **Senior Engineer** with over **30 years** of **onshore & offshore** experience within the **Oil & Gas**, **Refinery** and **Petroleum** industries. His wide experience covers in the areas of **Laboratory Report Writing**, Fundamentals of **Technical Writing** for Scientists, Advanced Techniques in **Laboratory Report Writing**, Writing Clear and Concise **Lab Reports**, Effective Communication in Scientific **Writing**, Data Presentation and Analysis in Technical **Writing, Writin**g Methodologies and Procedures for **Laboratory Reports**, Writing Effective Abstracts for Technical Reports. Further, he is also well-versed in **Production Technology** & Engineering, **Well Completions**, **Well Logs**, **Well Stimulation** & **Production Logging**, **Well Completion** Design & Operation, Well Surveillance, **Well Testing**, **Well Stimulation** & Control and **Workover** Planning, **Completions & Workover**, Hole Cleaning & Logging, Servicing and **Work-Over** Operations, **Wellhead** Operations, Maintenance & Testing, Petrophysics/Interpretation of Well Composite, **Reservoir & Tubing** Performance, Practical **Reservoir** Engineering, Clastic **Exploration & Reservoir Sedimentology**, **Carbonate Reservoir Characterization** & Modeling, **Seismic Interpretation**, **Mapping & Reservoir** Modelling, **Reservoir Geology**, Integrating **Geoscience** into **Carbonate Reservoir** Management, **Faulted & Fractured Reservoirs**, **Fractured Hydrocarbon Reservoirs**, Analyses, Characterisation & Modelling of **Fractured Reservoirs & Prospects**, **Fracture Reservoir** Modeling Using **Petrel**, **Reservoir** Engineering Applied Research, **Artificial Lift**, **Artificial Lift System** Selection & Design, Electrical Submersible Pumps (**ESP**), Enhance Oil Recovery (**EOR**), **Hydraulic Fracturing**, **Sand Control** Techniques, **Perforating** Methods & Design, **Perforating** Operations, **Petroleum** Exploration & Production, **Hydrocarbon Exploration** & Production, Exploration & Production, **Play Assessment & Prospect Evaluation**, **Tectonic Modelling** and Numerical Simulation of **Fractured Prospects & Reservoirs**, **Fracture Network** Analysis & Modelling, **Prospect** Generation, Global Networking, Research and Technology Development Management for **Fault & Fracture Analyses** & Modelling, **Fracture** Modelling, **Dynamic** Modelling, **Field Development** Planning, **Water Injection** Planning, Stereophotogrammetry, Fault Mapping, GPS Survey, 2D & 3D **Seismic Acquisition** & Processing, **3D Seismic** Surveys & Mapping, 3D GIS, GMAP, **Sandbox** Modelling, Sedimentological Logging, GR Logging, Surface & Subsurface 3D Modelling, Best Practices Management System (**BPMS**), Subsurface Work for Energy Projects, Digitalization Projects, **Structural Model** using **Petrel**, G&G Seismic & **Well Data** Modelling, **GIS System** Management, **Database** Management, Strategic Planning, Best Practices and Workflow, **Quality** Management, **Project** Management and **Risk Assessment** & Uncertainty Evaluation.

During his career life, Dr. Petrus held significant positions and dedication as the **Executive Director**, **Senior Geoscience Advisor**, **Exploration Manager**, **Project Manager**, **Manager**, **Chief Geologist**, **Chief** of **Exploration**, **Chief** of **Geoscience**, **Senior Geosciences Engineer**, **Senior Explorationist**, **Senior Geologist**, **Geologist**, **Senior Geoscientist**, **Geomodeller**, **Geoscientist**, **CPR Editor**, **Resources Auditor**, **Project Leader**, **Technical Leader**, **Team Leader**, **Scientific Researcher** and **Senior Instructor/Trainer** from various international companies and universities such as the Dragon Oil Holding Plc., ENOC, MENA, ENI Group of Companies, Ocre Geoscience Services (OGS), Burren RPL, Ministry of Oil-Iraq, Eni Corporate University, Standford University, European Universities, European Research Institutes, NorskHydro Oil Company, Oil E&P Companies, just to name a few.

Dr. Petrus has a **PhD** in **Geology** and **Tectonophysics** and **Master's** and **Bachelor's** degree in **Earth Sciences** from the **Utrecht University**, **The Netherlands**. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor/Internal Verifier** by the **Institute of Leadership & Management** (**ILM**), a Secretary and Treasurer of Board of Directors of Multicultural Centre, Association Steunfonds SSH/SSR and Founding Member of Sfera Association. He has further published several scientific publications, journals, research papers and books and delivered numerous trainings, workshops, courses, seminars and conferences internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday, 20th of October 2024***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Introduction to Technical Writing:*** *Overview of Technical Writing in the Context of Laboratory and Scientific Work, Including the Importance of Clarity, Accuracy, and Precision*
0900 - 0930	***Principles of Effective Writing:*** *Key Principles for Effective Technical Writing, Including Audience Analysis, Purpose Clarification, and the Use of Plain Language*
0930 – 0945	*Break*
0945 – 1030	***Structure & Components of Technical Documents:*** *The Standard Components and Structure of Technical Documents, including Titles, Abstracts, Introductions, Methodology, Results, Discussions, Conclusions, and References*
1030 – 1130	***Writing Process & Strategies:*** *Techniques for Planning, Drafting, Revising, and Finalizing Technical Documents, including Time Management and Dealing with Writer's Block*
1130 – 1245	*Break*
1245 – 1320	***Grammar & Style for Technical Writing:*** *Review of Grammar, Punctuation, and Stylistic Considerations Specific to Technical Writing, Including Passive Vs. Active Voice, Tense Consistency, and Scientific Nomenclature*
1320 - 1420	***Using Visuals in Technical Documents:*** *Best Practices for Incorporating Tables, Figures, Graphs, and Other Visuals to Complement and Clarify the Text*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Monday, 21st of October 2024***

0730 – 0830	***Purpose & Types of Laboratory Reports:*** *Exploration of the Purpose of Laboratory Reports, Different Types (e.g., Internal, External, Research, Analytical), and their Intended Audiences*
0830 - 0930	***Data Collection & Management:*** *Strategies for Collecting, Managing, and Interpreting Data to be Presented in Laboratory Reports*
0930 – 0945	*Break*
0945 – 1100	***Writing Methodology Sections:*** *How to Write Clear and Concise Methodology Sections that Allow for Replication of the Experiment or Study*
1100 – 1230	***Presenting Results:*** *Techniques for Presenting Results Effectively, including the Use of Statistical Analysis and Visual Data Representation*
1230 – 1245	*Break*
1245 – 1320	***Discussion & Analysis:*** *Writing Discussions & Analyses that Interpret the Results, Address Hypotheses, and Place Findings Within the Context of Existing Literature*
1320 - 1420	***Conclusions & Recommendations:*** *Crafting Impactful Conclusions and Recommendations Based on the Report Findings*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

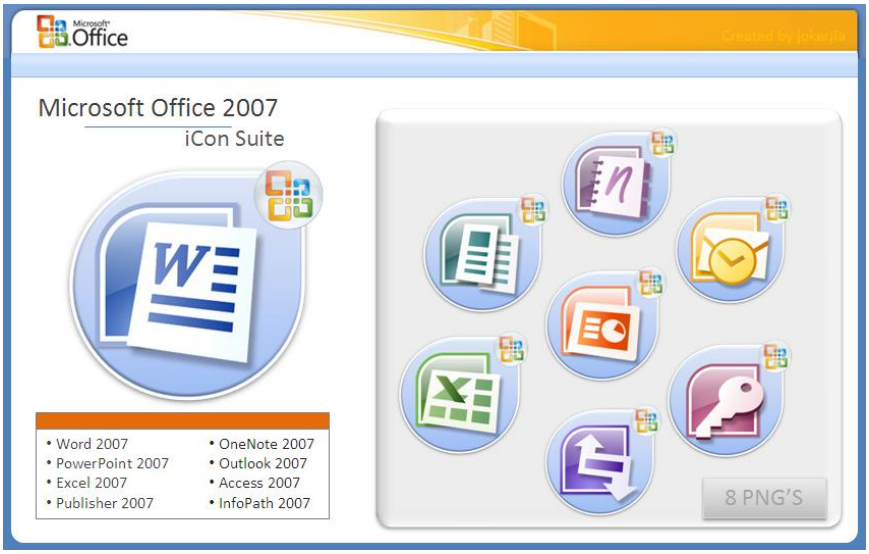
Day 3:	Tuesday, 22nd of October 2024
0730 – 0830	***Abstracts & Executive Summaries:*** *Writing Compelling Abstracts and Executive Summaries that Accurately Reflect the Content and Significance of the Document*
0830 - 0930	***Critical Reviews & Literature Surveys:*** *Approaches to Writing Critical Reviews and Literature Surveys, including Source Evaluation and Synthesis of Existing Research*
0930 – 0945	*Break*
0945 – 1100	***Technical Proposals & Specifications:*** *Key Elements of Writing Technical Proposals and Specifications, including Requirements Definition and Solution Presentation*
1100 – 1230	***Editing & Peer Review:*** *Techniques for Self-Editing and Conducting Peer Reviews to Improve the Quality and Clarity of Technical Documents*
1230 – 1245	*Break*
1245 – 1320	***Addressing Feedback & Revisions:*** *Strategies for Effectively Addressing Feedback and Making Revisions to Technical Documents*
1320 - 1420	***Ethical Considerations in Technical Writing:*** *Understanding Ethical Considerations, including Plagiarism, Confidentiality, and Authorship Criteria*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4:	Wednesday, 23rd of October 2024
0730 – 0830	***Effective Collaboration in Document Preparation:*** *Strategies for Effective Collaboration with Co-Authors, Colleagues, and Supervisors During the Document Preparation Process*
0830 - 0930	***Technical Presentations:*** *Tips for Preparing and Delivering Technical Presentations that Effectively Communicate the Contents of a Technical Document or Report*
0930 – 0945	*Break*
0945 – 1100	***Writing for Varied Audiences:*** *Adapting Technical Writing for Different Audiences, including Technical, Non-Technical, and Cross-Disciplinary Readers*
1100 – 1230	***Writing Grant Proposals:*** *Essential Elements of Writing Successful Grant Proposals, including Clarity of Objectives, Methodology, and Potential Impact*
1230 – 1245	*Break*
1245 - 1320	***Email & Correspondence:*** *Best Practices for Professional Email and Correspondence Related to Technical Projects and Collaborations*
1320 – 1420	***Handling Sensitive & Confidential Information:*** *Guidelines for Handling Sensitive and Confidential Information in Technical Writing and Communication*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:	***Wednesday, 24th of October 2024***
0730 – 0830	***Technical Writing Software & Tools:*** *Overview of Software and Tools that can Aid in Technical Writing, including Reference Management Software, Word Processors, and Data Visualization Tools*
0830 – 0930	***Online Resources & Continuing Education:*** *Resources for Continuing Education and Professional Development in Technical Writing, including Professional Associations, Online Courses, and Workshops*
0930 – 0945	*Break*
0945 – 1130	***Emerging Trends in Technical Communication:*** *Discussion of Emerging Trends in Technical Communication, including Open Access Publishing, Preprint Archives, and the Use of Social Media for Scientific Communication*
1130 - 1200	***Applying Technical Writing Skills to Real-World Scenarios:*** *Workshop on Applying Technical Writing Skills to a Variety of Real-World Scenarios, such as Writing Standard Operating Procedures (SOPs), White Papers, or Policy Documents*
1200 - 1215	*Break*
1215 – 1300	***Developing a Personal Action Plan:*** *Participants Develop a Personal Action Plan for Improving their Technical Writing and Communication Skills, including Setting Specific Goals and Identifying Resources*
1300 - 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Hands-on Practical Sessions

Practical sessions will be arranged for all participants throughout the course using **MS Office applications**.



Course Coordinator

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